

Functional Skills English
Sample Entry Level 3 Shopping
Reading
Notes to the assessor
Assessor Information and Guidance



This task assesses the skills and knowledge required to meet the Functional Skills standards at Entry 3 for Reading.

At this level the learner can:

- Read and understand the purpose and content of straightforward texts that explain, inform and recount information.

The learner will:

- Understand the main points of texts.
- Obtain specific information through detailed reading.
- Use organisational features to locate information.
- Read and understand texts in different formats using strategies/techniques appropriate to the task.

Centre Contextualisation of Tasks

It is envisaged that teaching and learning approaches will underpin the knowledge needed for the assessments. So that learners are not disadvantaged by their lack of knowledge about shopping for specific items, the centre may alter the context of the reading assessment, but care should be taken to ensure that all the standards are covered. For example, the context of the assessment could be changed to shopping for food or presents or music.

If contextualising the assessment, care should be taken to ensure that the assessment follows the exemplar paper. A copy of the assessment should be available at the External Verification visit.

Centres may devise their own assessments based on the standards, but in this case the assessment must be submitted to NOCN for standardisation at least 15 working days before planned use with learners. All new assessments, whether contextualised or centre devised assessment must use the NOCN produced mark scheme.

Questions should aim to cover:

- Who?
- What?
- When?
- Why?
- Where?
- How?

At least three texts should be used in the assessment. Texts should be of more than one paragraph in length and should be straightforward. Questions used should check ability to read and understand at word, text and sentence level.



Conducting and marking the assessments

At all Entry levels, tutors are allowed to read the **instructions for the task ONLY**. Assessors must complete a record sheet for each learner to give evidence of how the criteria have been met. Assessments can take place in the classroom, although learners should not be disadvantaged by the environment.

The reading assessment must be completed in no more than 45 minutes.

Each of the English component assessments of Reading, Speaking, Listening and Communication and Writing may take place on separate days and the component assessments themselves may be split into individual tasks if this will support learner achievement. However, the total duration of each component assessment must not exceed the total permitted duration of the assessment.

To successfully pass the Reading assessment, the learner must pass all three tasks. Parts of answers which are in brackets are optional and marks may be allocated if these words are not used.

If the learner does not pass part of the assessment, a different reading assessment may be retaken after two weeks, but some teaching and learning must take place in this period of time to ensure that the learner has the opportunity to improve their skills.

Centres must retain records of failed assessments as well as those which are passes.

Assessors must sign and date the completed Assessment Mark Sheet.

Quality Assurance

The assessments must be conducted by the Functional Skills English tutor. An assessment record sheet must be completed for each learner. Learner work must be marked against the markscheme provided by NOCN. A sample of 10-25% of marked assessments and completed record sheets must be internally verified. Following internal verification, the centre should request an external verification visit to monitor the assessment and verification processes and to agree that the achievements should be certificated.



Assessment Guidance

Functional Skills Standards	Coverage and Range	Met by Task
Read and understand the purpose and content of straightforward texts that explain, inform and recount information.	<ul style="list-style-type: none"> Understand the main points of texts Obtain specific information through detailed reading. Use organisational features to locate information Read and understand texts in different formats using strategies/techniques appropriate to the task 	Task 1 Q1 Task 2 Q2b, 4 Task 3 Q3 Task 1 Q2,Q3 Task 2 Q4 Task 3 Q2 Task 1 Q4 Task 2 Q2a Task 2 Q1, 5 Task 3 Q1

Instructions for Assessment

Task One

Learners have to read the notice and then answer the questions. As this paper is testing reading, the learner should not be penalised for spelling, punctuation and grammar errors and tutors can write the answers down as the learner dictates. At this level, the learner must read the questions independently without help from the tutor.

Learners will need access to a dictionary for some of the questions. The tutor cannot help the learner find the word, but can write down the meaning of the word when the learner shows them the word in the dictionary.

Task Two and 3

Learners have to read the information and answer the questions. At this level the learners have to read the questions independently and no tutor help is allowed. Learners may have access to a dictionary as reference for words that they are unsure of or for questions where they are directed to the use of a dictionary.



Assessment Mark Sheet

Learner Name	Start time of Assessment
Learner Registration Number	End time of Assessment
Centre Name	Date of Assessment

Task 1

Question	Accepted Responses	Mark for Question	Learner Mark
Why is the shop closed?	Accept either of: There had been a (small) fire Important repair work (is taking place)		
List two things you might do when you read this notice.	Accept any two of the following (1 mark each): <ul style="list-style-type: none"> • Ring (08767 987678) to find the nearest store • Ring customer care line to make arrangements to return the faulty goods. • Use website for further advice • Come back tomorrow • Go to another store • Go home • Go to the nearest store Or any other valid responses	Maximum 2 marks	
Name two things you can do at the nearest store?	Accept two of the following (1 mark each): <ul style="list-style-type: none"> • Go shopping • Buy goods • Refunds • Exchanges (of goods bought in last 28 days) 	Maximum 2 marks	



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Use a dictionary to find the meaning of faulty.	Tutor observation of task	1	
Total marks for task		6	

Task 2

Question	Accepted Responses	Mark for Question	Learner Mark
Where on the website can you find directions to the nearest market?	(by clicking on) Where are the markets? Do not accept at the top of the page	1	
Find the word 'consumer' in a dictionary.	Tutor observation of task	1	
What other word could be used for consumer in the text?	One of: Customers Bargain hunters Public	1	
Will you be able to buy a dried flower arrangement in time for the party?	Yes, because: Accept one of: The next market is tomorrow Next market is on 11 th July Farmers' market is every second Saturday Next market is before the 18 th	1	
Why should you buy local produce? Give two reasons.	Accept any two of the following (1 mark each): <ul style="list-style-type: none"> • Food is fresher • You know where the goods were produced • You know how the goods are produced • You have direct contact with the producer • Saves transport costs • Cuts pollution • Helps local businesses • Helps local communities Accept any other valid reason	2 marks maximum	
How can you find out about other shops in Barnfield?	Click on the link to Shopping in Town on left hand side of the page Do not accept left hand side of page	1	
Total marks for task		7	



Task 3

Question	Accepted Responses	Mark for Question	Learner Mark
If you were looking for part time work, which text would you read?	Accept one of: Text D or F (Wanted) part time gardener Delivery Van Driver	1	
What do you have to do to apply for the job you chose?	Follow through from previous Q. Accept any two -1 mark each Eg. Provide references Ring 08311 239200 Contact Fred Or Send CV Send covering-ether Send to Box 563 Barnsley Newspapers	2 maximum	
Why might you read Text E?	Accept any two: 2 marks available <ul style="list-style-type: none"> • Red text stands out • You want to win a prize • You want a new kitchen • You have a complaint (about the store) • Someone has helped you • You want to say something about the store Accept any other valid response	2 maximum	
Total marks for task		5	
Pass mark for paper is 12 correct answers out of 18			
Overall Result			Marks
Task 1			
Task 2			
Task 3			
Overall Result for Paper			

Assessor Name _____

Assessor Signature _____

Date _____

Internal Verifier Name (if sampled) _____

IV Signature _____

Date _____

External Verifier Name (if sampled) _____

EV Signature _____

Date _____

